



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 14, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Payroll Supervisor
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
40590

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Payroll Supervisor

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-40-303-42-01

IPR#: 40590

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Personnel Management; 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position performs and supervises a wide variety of administrative duties including the accurate and timely submission of departmental payrolls; administration of wage garnishments, tax levies, direct deposits and all adjustments to pay; and resolves any problems caused by data entry or computer processing errors.

Special Qualifications:

The following criteria is desired:

- Five years' experience in human resources, preferably in a leadership role or two years' experience in a human resources capacity accompanied with the knowledge, skill and mental development equivalent to a bachelor's degree with preference for the degree in a related field such as business, management, public administration, or accounting
- Strong oral and written communication skills
- Well-versed in standard payroll and accounting concepts, practices and procedures
- Ability to plan, organize and direct the execution of activities of the payroll team for efficient accomplishment of payroll requirements
- Ability to review payroll transactions and recognize potential events that may affect payroll processing

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 15, 2013	POSITION:	Payroll Supervisor
APPROVED BY:	<u>Mike L. Woods, Jr.</u>	OFFICE:	Finance & Administration/Bureau of Personnel Management
CODE:	tech/f&a/p&m/pyrll/tm iv 40-303-42	REPORTS TO:	Payroll and Benefits Unit Manager

POSITION PURPOSE

This position performs and supervises a wide variety of administrative duties including the accurate and timely submission of departmental payrolls; administration of wage garnishments, tax levies, direct deposits and all adjustments to pay; and resolving any problems caused by data entry or computer processing errors.

DIMENSIONS

Staff:	2 Direct
Total Departmental Employees:	5,300
Processing of Department Technical and Non-Technical Payrolls	24 annually

NATURE AND SCOPE

This position reports to the Payroll and Benefits Manager as does the Benefits Sub-unit. Reporting to this position are the Payroll Specialist and a Payroll Administrative Specialist; a Technician Trainee reports to this position on assignment.

The incumbent operates in an environment of massive workloads, fixed payroll deadlines and ever changing policies regarding all payroll transactions and deductions. It is the responsibility of this position to ensure that all payroll information is accurate and submitted for the processing of computerized payroll vouchers. This position ensures that personnel actions are loaded into the payroll database for actions including salary, insurance, promotions, leaves of absence, etc. The incumbent personally ensures that 181 payrolls are processed on a bi-monthly basis.

Typical problems facing the incumbent include the coordination of numerous personnel changes and the meeting of numerous deadlines for payroll-related activities. The incumbent must incorporate knowledge of IDOT personnel policies, CMS rules and pay plan, all provisions of the Wage Deduction Act, the Retirement System policies, the Comptroller's Act, and numerous union contracts to ensure the accurate coordination of these personnel changes. The greatest challenge of this position is to resolve any computer processing errors that would hinder the loading of payroll and timekeeping data or otherwise delay payroll processing.

The incumbent is responsible for coordinating verification and posting of all personnel actions as documented via PAFs. S/He is responsible for providing direction for implementation of various payroll procedures such as entry of attendance, wage garnishments, adjustments to gross pay and voluntary/involuntary deductions. The incumbent provides technical assistance to personnel managers and payroll staff regarding proper methods and procedures and resolves errors and discrepancies relating to erroneous wage payments. The incumbent directs departmental personnel on tax levies, number of exemptions, supplemental payrolls, wage garnishments, temporary assignments, voided warrants and death claim payments. Another major responsibility of this position is the maintenance of Fair Share deductions which requires

close attention as employees may change union status or bargaining unit. This position is responsible for preparation of documents required by the Comptroller's Office to reverse erroneous wage payments. This position also entails serving as a backup to the unit manager in his/her absence.

The incumbent accomplishes accountabilities through the following staff:

Payroll Specialist who is accountable for verifying the accuracy of all entries, report distribution, warrant action requests, recording data for deduction warrants (garnishments, bankruptcies, levies and child support), payroll warrant mailing and handling incoming calls on the main telephone number.

Payroll Administrative Specialist who is accountable for verification of all salaried and hourly turnarounds that govern all employees' adjustments to pay. Additionally this position handles the direct deposit entry to the payroll system, accurate retirement coding and withholding exemptions.

The incumbent has wide latitude to manage all payroll functions and to perform duties not prescribed by the policies, practices and procedures. All sensitive issues are to be brought to the attention of the unit manager. S/He is constrained by departmental policies and procedures, DCMS rules, pay plan and union contracts.

This position is in contact with administrative/personnel managers and payroll supervisors regarding payroll actions. The incumbent maintains external contact with the State Employees Retirement System and the State Comptroller's Office. The incumbent also maintains external contact with various attorneys and law firms.

The effectiveness of this position is measured by the incumbent's ability to manage payroll responsibilities in a timely and accurate manner as determined by the absence of discrepancies and system problems.

PRINCIPAL ACCOUNTABILITIES

1. Ensures accuracy of payrolls and transmits vouchers to State Comptroller's Office on a timely basis. Ensures all employees are paid correctly on or before scheduled pay dates.
2. Investigates and resolves payroll problems caused by data entry or download of data from timekeeping and human resources systems. Prepares documents required to correct erroneous wage payments.
3. Administers the payroll-related programs for direct deposits, wage garnishments and tax levies to facilitate timely processing procedures.
4. Provides payroll coordination with IDOT personnel to ensure proper procedures are followed.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.